

**BUREAU OF HIGHWAYS
REQUEST FOR PROPOSAL
for
QUALIFICATIONS BASED SELECTION FOR PREQUALIFIED SERVICES**

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is currently pre-qualified for this type of work and you are interested in providing services, please indicate your interest by submitting a Proposal. The Proposal must be submitted in accordance with the latest "Vendor Selection Guidelines for Service Contracts", available on the MDOT website.

For efficiency sake, we are asking that the vendor firm provide three (3) paper copies of the Proposal to the MDOT project manager named in the attached scope of services.

These copies must be received by 4:00 pm on February 23, 2005. Fax and electronic copies are not acceptable.

In addition, provide one unbound copy to:

Regular Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

OR

Overnight Mail:

Secretary, Operations Contract Support
Michigan Department of Transportation
425 W. Ottawa
Lansing, MI 48933

This copy is to be received within three working days after the due date and time specified above. Please do not deliver in person.

Any questions relative to the scope of services must be submitted by e-mail to the MDOT project manager. Any questions must be asked at least three working days prior to the due date and time specified above. All questions and their answers will be placed on the MDOT website as soon as possible after receipt of the questions. The names of vendors submitting questions will not be disclosed.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is

assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

The selection team will review the information submitted and will select the firm considered most qualified to perform the engineering services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

The maximum allowable pages for your proposal shall follow the guidelines detailed in Exhibit F of the Vendor Selection Guidelines (October 2004) for \$25,000 - \$100,000.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal.

Scope of Services For Warranty Inspections & Documentation

Project Location: MDOT's University Region (Clinton, Eaton, Hillsdale, Ingham, Jackson, Lenawee, Livingston, Monroe, Shiawassee and Washtenaw Counties).

Control Section – Job Number: CS 84916 – JN 82877 (CPM Warranties)
(FY 2005) CS 84916 – JN 82878 (Pavement Warranties)
CS 84916 – JN 82879 (Bridge Painting Warranties)

Description of Work: Perform interim and final warranty inspections and document findings and recommendations.

I. Primary Prequalification Classification:

The following CE pre-qualifications (please specify in proposal) are required.

Road Construction Engineering
Bridge Construction Engineering

II. Secondary Prequalification Classification:

The following CE pre-qualifications (please specify in proposal) are required.

Road Construction Engineering
Bridge Construction Engineering

The anticipated start date for this service is April 1, 2005. The anticipated completion date for this service is September 30, 2007. Submit questions relative to the Scope of Services to:

Jeff Bigelow, P.E. - Project Manager
MDOT – University Region
4701 W. Michigan Ave.
Jackson, Michigan 49201
E-mail: bigelowj@michigan.gov
Phone: (517) 750-0431

General

On an as-needed basis, the Consultant shall furnish, to the satisfaction of the Department, all services, labor and equipment necessary to conduct and complete warranty project inspections in the University Region for a period of three years with the Department's option to renew the contract on a year by year basis after the initial three years. The Consultant will submit a yearly cost proposal one month prior to the beginning of each fiscal year for approval by MDOT. The cost proposal shall be divided into three estimates for that upcoming fiscal year. The division should be based on warranty administration for 1) Capital Preventative Maintenance projects, 2)

Rehabilitate and Reconstruct (pavement) projects and 3) Bridge Painting projects.

Services are listed in the warranty program section of this scope but may not be limited to those Services. During the term of the contract, MDOT shall be adding new warranty projects. MDOT will provide the base training in order to establish a base line for level of acceptable work. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; typical MDOT construction contracts, proposal, and plans; the Standard Specifications for Construction, the "Guidelines for Administering Warranties on Road and Bridge Construction Contracts" manual and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; Michigan Manual of Uniform Traffic Control Devices; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein.
- D. The Consultant shall notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.
- E. Please indicate in the Proposal any previous involvement your firm or your subcontractors have had with MDOT University Region construction projects in the past 5 years in the design phase, construction engineering or inspection, contractor QA/QC testing or contractor staking and any other involvement such as acting as an expert witness.

WARRANTY INSPECTION SERVICES TO BE PERFORMED BY THE CONSULTANT

Provide Warranty Project inspections, as required and requested by the Project Manager, for the Michigan Department of Transportation's University Region. This work includes scheduling and conducting warranty inspections, documenting warranty information, developing pavement fix recommendations, assisting in conflict resolution team activities, conferring with MDOT staff and the construction warranty contractor, and attending warranty meetings, as needed, to

determine project conformance with construction warranty specifications.

I. Schedule Inspections

MDOT has developed a Statewide Warranty Administration Database (SWAD) to track all warranty information. MDOT will provide SWAD reports containing project information and target inspection dates that will be the basis for scheduling inspections. Notify the MDOT Project Manager and the appropriate TSC Resident Engineer of the monthly inspection schedule two weeks prior to the actual inspections. The Consultant must notify the MDOT Project Manager 48 hours prior to the site review of any change to the schedule. Inspections will occur within 30 days, before or after, the target inspection date.

II. Traffic Control

Schedule and coordinate lane closures (not required for all inspections). The Consultant will provide traffic control during the site inspection. Provide equipment and personnel to establish and maintain the lane closure. Traffic control will follow standard MDOT procedures. The consultant will be responsible for obtaining any necessary permits and for providing two weeks advance notice, in writing, of the time and location of lane closures to the MDOT Project Manager and the TSC Resident Engineer.

III. Warranty Project Inspection

Inspect warranty projects for conformance to performance factors as listed in the Warranty Special Provision included in the applicable project proposal. Inspections are classified as Interim inspections and Final inspections. Interim (or cursory) inspections typically do not require lane closures. Final (or detailed) inspections may require lane closures. Use the inspection procedures outlined in the "Guidelines for Administering Warranties on Road and Bridge Construction Contracts" manual.

IV. Report

The Consultant is responsible for reporting findings of all warranty inspections conducted. Report the warranty project status as "acceptable" or "not acceptable", utilizing the warranty special provision and inspection guidelines provided by MDOT, to classify acceptability. MDOT has developed the appropriate inspection forms for reporting purposes. When reporting a warranty project status of "not acceptable", include an appropriate fix recommendation with the report. Send individual warranty reports to the MDOT Project Manager and appropriate TSC Resident Engineer. Reporting of the inspection outcome shall be no later than 10 days after the actual inspection for "acceptable" projects and within 3 days for "not acceptable" projects.

SERVICES TO BE PERFORMED BY THE DEPARTMENT

- I. The appropriate TSC Resident Engineer will furnish to the Consultant all related project-specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Resident Engineer for the services required herein.
- II. The Project Manager will provide SWAD reports (that will be the basis for scheduling inspections), copies of all necessary inspection forms and copies of the "Guidelines for Administering Warranties on Road and Bridge Construction Contracts" manual. The Project Manager will also provide general monitoring and quality auditing inspection of the service to ensure the service has been completed in reasonable conformance with the Scope of Services.

VENDOR PAYMENT

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Vendor for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Vendor. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Fixed Fee on "as needed" projects is computed by taking the % of actual labor hours invoiced to labor hours authorized and applying percentage to total fixed fee authorized. (Ex. 25 actual hours invoiced/60 hours authorized = 41.66% x \$200 fixed fee authorized = \$82.32 would be reimbursable fixed fee for the invoice.)

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the CE activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

In general, payment for overtime hours for these services will not be considered. An exception to this item may be requested to and must be approved by the Project Manager prior to working any overtime hours and billing for respective hours. Reimbursement for overtime hours, if approved, will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal.